

DELAWARE TRANSIT CORPORATION

POSTING NO. 051-2016

POSITION VACANCY POSTING

DATE OF POSTING December 10, 2015

CLOSING DATE December 17, 2015

METHOD OF APPLICATION: Employment Application and/or Resume

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **December 17, 2015**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 543 JOB CODE #: 113

POSITION TITLE Sussex County Service Supervisor

PAY GRADE 13 PAY RATE _____ PAY RANGE \$38,515 - \$48,144
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Sussex County DEPARTMENT Transportation
SECTION Operations

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR 32 N/C X

SCHEDULED HOURS Varied SCHEDULED DAYS Varied

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SUMMARY OF POSITION:

The Service Supervisor is responsible for the coordination and direction of an effective, efficient transit system, including the assignment and supervision of all full-time and part-time operators within the assigned geographical area or district, including development of schedules and manifests for all full-time and part-time operators based on customer needs (trip requests), available resources, and DTC policies and procedures, within the defined user eligibility mandate of the Americans with Disabilities Act (ADA) and all applicable State of Delaware mandates. Specific responsibilities include issuing work and vehicle assignments; schedule development and schedule revision in response to changing service requirements; record and time keeping and review, administration of Collective Bargaining Unit provisions with regard to work assignments, attendance, service operations, discipline, etc.; knowledge of contracted services performance standards; accident investigation techniques; payroll procedures; CAD/VAL communications procedures; farebox and cash turn-in procedures.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER
SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately. Failure to do so could result in a disqualification.

1. Knowledge or experience with supervisory functions necessary to meet the service requirements of a transit system.

Applicants must detail all experience in supervisory functions in a transit system.

2. Experience with dispatching and/or operation of a service-oriented transportation system.

Applicants must detail all experience in dispatching and/or operation of a transportation system.

3. Strong computer skills, including scheduling, communications and payroll software, as well as experience with basic business machines (photocopier fax, calculator, time clock) are required.

Applicants must detail all experience in computer use and automated communication and payroll systems to include basic office machines.

4. Experience administering Collective Bargaining Unit provisions with regard to work assignments, attendance, service operations, discipline, etc.

Applicants must detail all experience in administering a Collective Bargaining Agreement to include work assignments, attendance, discipline, and service operations.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in this summary."

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

APPLICATIONS CAN BE ACCESSED ON LINE AT www.dartfirststate.com